

DELAWARE LEAGUE OF LOCAL GOVERNMENTS BYLAWS

Amended January 19, 1992

ARTICLE I

Name

Section 1. The name of this organization shall be THE DELAWARE LEAGUE OF LOCAL GOVERNMENTS.

ARTICLE II

Purposes

Section 1. The purposes of this organization shall be the improvement of local government and the administration thereof; the promotion of the general welfare of the villages, towns, cities and counties within the State of Delaware; and the enhancement of public services by appropriate means, including, but not limited to the following:

- (a) the maintenance of a central bureau of information and research for the collection, analysis, and dissemination of local government information;
- (b) promoting improvement and efficiency in local government and in the administration of local affairs;
- (c) the fostering of conferences and workshops, schools and special courses of instruction for discussion and study of municipal and county problems and techniques involved in their solution; the rendering of such special and general services as deemed advisable; the unscheduled circulation of information relating to local government;

(d) securing the cooperation of the University of Delaware and other institutions to promote public service and support in assembling and analyzing information concerning local government; and

(e) securing harmony and integrity of purpose in and among local governments and other governmental agencies in all matters which impact the citizens of Delaware and create awareness in all levels of government concerning the problems of local government requiring sound policy formulation based upon local governmental facts and experiences.

ARTICLE III

Membership

Section 1. Any village, town, city, or county in Delaware, by proper action of its legislative body, and the payment of the annual dues prescribed in Article IV, may become a member of the Delaware League of Local Governments.

Section 2. Each village, town, city, or county holding membership under this article shall be equally privileged with every other local government member in voice and vote in the election of officers, and upon any proposition presented for discussion or decision at any meeting of the members.

Section 3. Such other classes of membership may be established by the Executive Committee, but such membership shall carry with it no voting privileges.

ARTICLE IV

Dues

Section 1. The annual dues for each class of membership shall be established by the Executive Committee and the annual dues of villages, towns, and cities shall be fixed within minimum and maximum amounts based upon respective populations as described in the distribution of Municipal Street Aid in July of each year, for the dues year following. Membership dues shall be payable annually, in advance, at the beginning of the fiscal year; provided that membership dues of local governments becoming members after the beginning of such fiscal year, shall for the first such year be prorated upon a quarterly basis; and other classes of membership shall become members upon the date dues are received, with their membership year coincident with that date.

Section 2. Any member whose dues have not been paid by the end of the second quarter of the dues year shall cease to be a member in good standing. No representative or any member not in good standing shall be eligible to hold any office in the Delaware League of Local Governments. The Executive Committee may, when deemed advisable, adopt and amend such regulations concerning cancellation of membership, discontinuance of services, and reinstatement of members not in good standing.

ARTICLE V

Officers

Section 1. The Officers of the Delaware League of Local Governments shall be a President, one Vice President, and the members of the Executive Committee. An Executive Director shall be appointed by the Executive Committee to carry out duties as prescribed by the Executive Committee.

Section 2. Duties — It shall be the duty of the Executive Committee to hold and control the property and manage the lawful business of the Delaware League of Local Governments

and to submit annual reports as required to the members. The duties of all other officers shall be those prescribed by these Bylaws, or customarily incident to such office, or as designated by the Executive Committee.

Section 3. Executive Committee — There shall be an Executive Committee consisting of nine members as follows: one from each county, one from the city of Wilmington, and five at large representing the municipalities of Delaware. The President, the Vice President, and immediate past President shall be ex officio members without voting privileges. The Executive Committee shall conduct the affairs of the League when the representatives of the memberships are not assembled in meeting. The Executive Committee may refer to the membership by letter ballot any matter which is not otherwise provided for in these Bylaws. The President and Vice President shall be Chairman and Vice Chairman respectively of the Executive Committee.

Section 4. Qualification, Term, Vacancy — Each member of the Executive Committee and each officer of the Delaware League of Local Governments, shall be at all times during his term of office a qualified official of a member city, town, or county. The terms of office of the President and the Vice President shall be two (2) years, to commence following their election in January of the even numbered years, and to continue until their successors are elected and qualified. Members of the Executive Committee shall be elected for staggered terms as follows: two at large municipal members and the Kent and Sussex County members shall be elected in January of the odd numbered years; and, three at large municipal members, the City of Wilmington member and the New Castle County member shall be elected in January of the even numbered years. The members of the Executive Committee shall be elected to terms of two years or until their successors are elected and qualified.

Section 5. Powers and Duties of Officers — The powers and duties of the officers of this League shall be such as by general usage are indicated by the title of their offices. The President shall appoint such committees as he may deem necessary; provided that

standing committees shall be nominated by the President, and appointed by and with the consent of the Executive committee.

Section 6. Qualifications — Each elective officer of this League at the time of his election shall be an elected official of a member town, city or county.

Section 7. Elections — Nominations of elective officers shall be made by a nominating committee to be appointed by the President; additional nominations may be made from the floor. The vote shall be by written ballot in each case where more than one person is nominated for any office to be filled.

Section 8. Vacancies — A vacancy shall occur in any office of the League in the event that the person holding that office resigns, ceases to be an elected official or ceases to occupy the municipal position he held when elected as an officer or if the officer misses three consecutive meetings of the Executive Committee in any fiscal year of the League, unless such absences shall be excused by the Executive Committee, and the reasons therefore entered in the proceedings of the Executive Committee. All vacancies on the Executive Committee and in the offices of the President or Vice President shall be filled by the remaining members of said Executive Committee and each person so elected or appointed shall serve for the unexpired term of the person in whose stead he is elected. There shall be no automatic progression in office, except if he shall be filling the unexpired term of his predecessor in such office.

Section 9. Meetings of Executive Committee — The Executive Committee shall Meet not less than 30 days prior to July 1 of each year for the purpose of approving the budget for the ensuing fiscal year, and for the transaction of such other business as may properly come before it. Thereafter the Executive Committee shall meet upon the call of the President. Special meetings of the Executive Committee may be called by the Executive Director, or by any three Executive Committee members upon three days written notice mailed to each member of the Executive

Committee stating the purpose or purposes of such meeting. The presence of five members shall constitute a quorum at any meeting of the Committee and the affirmative vote of an majority of the members present, but in no event less than three affirmative votes, shall be required for the adoption of any motion or resolution by the Committee.

ARTICLE VI

Meetings

Section 1. Annual—The Annual meeting of the Delaware League of Local Governments shall be held at a time and a place to be designated by the Executive Committee.

Section 2. Special—Special meetings of the League, other than as provided in Article X, may be called by the President, by the Executive Committee, or by not less than any ten town, city or county members upon ten (10) days written notice mailed to each member of the League stating the purpose of such meeting, and no other subject shall be considered.

Section 3. Quorum — The presence of representatives from 20 percent (20%) of the member towns, cities, or counties shall constitute a quorum at any meeting of the Delaware League of Local Governments.

ARTICLE VII

Voting

Except when otherwise provided all voting in meetings of the Delaware League of Local Governments shall be viva voice unless a roll call is demanded by the representatives of three or more town, city, or county members, in which case the representatives of each member town, city or county in good standing shall cast collectively one vote. A majority of the votes cast shall be necessary for a decision.

ARTICLE VIII

Executive Director

Section 1. The Executive Director shall be appointed by the Executive Committee. The Executive Director shall manage the affairs of the League under the general direction of the Executive Committee and he shall appoint the various employees of the League to the positions and at the compensation set forth in the approved budget, and shall be responsible of the proper and efficient conduct of the work of the League. The Executive Director shall keep accurate records and accounts of all transactions of the League, and shall have the accounts audited at the end of each fiscal year by a competent accountant or accountants to be selected by the Executive Committee. The Executive Director shall prepare an annual budget covering the estimated receipts and disbursements of the League and this budget shall be submitted to the Executive Committee for its approval. At the conclusion of each fiscal year, the Executive Director shall submit to the Executive Committee a Revenue Statement and Cash Balances report. During the Budget Year monthly financial reports shall be submitted and at the end of each quarter a Budget Status Report shall also be submitted to the Executive Committee. Accurate minutes shall be kept of all meetings of the League and of the Executive Committee. The Executive Director shall function as the League treasurer; may publish the official publication of the League; and shall be compensated as approved by the Executive Committee. The Executive Director may be required to furnish a satisfactory surety bond in an amount to be fixed by the Executive Committee, and the premium on this bond shall be paid out of the funds of the League.

ARTICLE IX

Committees

Section 1. Appointment — The President shall appoint such committees as may be deemed necessary for the proper conduct of the work of the League. The permanent committee of the League shall be the legislative committee

Section 2. Tenure — All appointments to committees, unless continued, shall terminate at the annual election in January of each year.

Section 3. Ex Officio Members — The President and Executive Director shall be ex officio members of all committees of the League with no voting privilege.

Section 4. Reports — It shall be the duty of the chair of each appointed committee of the League to prepare a written report, with the aid or approval of the other members of his committee, and of any employee of the League who is assigned to such committee by the Executive Director covering the work done or conclusions reached by the Committee.

ARTICLE X

Amendments

Section 1. The Bylaws of the Delaware League of Local Governments may be amended at any meeting called in accordance with these Bylaws by a two-thirds vote of all the member towns, cities, or counties provided that a majority vote of the member towns, cities, or counties represented at any such meeting, a quorum being present, shall be sufficient if notice of the proposed amendment and the language of such proposal shall have been mailed to each member town, city, or county not less than 30 days prior to such meetings.